

Cleaning Frequencies 401 Queen City

Restrooms

Remove trash
 Disinfect toilet, urinals, sinks
 Fill towel, tissue, soap dispensers
 Clean mirrors
 Remove graffiti
 Sweep/dust/damp mop floors
 Clean walls, partitions
 High dust

D
 D
 D
 D
 D
 W
 M

Lobbies and Hallways

Remove trash/recycle
 Clean glass in/outside
 Disinfect water fountains
 Dust/damp mop/vacuum
 Remove graffiti
 Dust furniture/fixtures
 Spot clean walls
 High dust
 Buff/Burnish/Shampoo

D
 2/W
 D
 D
 W
 W
 W
 2/M

Entrances

Clean mats
 Clean exterior entrance area
 Clean glass in/outside
 Remove trash
 Dust/damp mop/vacuum
 High dust
 Blow debris/leaves
 Pressure wash

D
 D
 2/W
 D
 D
 W
 W
 Q

Offices

Remove trash
 Dust/damp mop/vacuum
 Spot carpet
 Dust/polish furniture, surfaces
 High dust
 Clean windows,blinds

D
 D
 W
 W
 M
 A

Kitchen

Remove trash
 Dust/damp mop floors
 High dust

Elevators

Dust/damp mop floors
 Dust/polish doors
 High dust
 Buff/shampoo

D
 2/W
 W
 M

Project Work

As assigned

Priority for Tasks:

Custodial Services will follow the priority of tasks listed below in emergency situations or when the staffing level will not permit performing all tasks per the scheduled frequency:

First to be deleted or delayed:

Annual projects/tasks
 Bi-annual projects/tasks
 Monthly tasks
 Weekly tasks

Daily tasks - Restroom and shower cleaning are top priorities

All other tasks will be performed based on the specific needs of the buildings